

DUTY STATEMENT

CEC-004 (Revised 01/2019)

CALIFORNIA ENERGY COMMISSION



Classification: Associate Energy Specialist (TED)	Position No. 6100-4056-053
CBID: R10	Office: Advanced Vehicle Infrastructure Office
Date Prepared: February 11, 2019	Division: Fuels and Transportation Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

CONFLICT OF INTEREST STATEMENT

This position is designated under the Conflict of Interest Code: YES ☐ NO ☒

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

DUTIES AND RESPONSIBILITIES: Under the general supervision of the Energy Resources Specialist III (Supervisory), the Associate Energy Specialist will independently perform responsible, varied and complex technical and analytical work in technical evaluations, data research and analysis, and agreement management. Work will be in alternative and renewable fuels, with an emphasis in electric vehicle and charging infrastructure that will transform California's fuel and vehicle types to meet the state's climate change policies. This position includes responsibility for transportation energy analyses, public presentations, and agreement management in the Electric Technology and Planning Unit, Advanced Vehicle Infrastructure Office, as part of the Alternative and Renewable Fuel and Vehicle Technology Program (ARFVTP), commensurate with educational background and abilities.

The incumbent will participate in analytical studies, modeling, mapping, research, planning, and data assessment. The incumbent will gather, tabulate, and analyze data; consult with management, employees and others to provide necessary information; prepare reports, review and analyze technical reports, papers, and correspondence; manage agreements and contracts; assist with solicitations; and prepare correspondence.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
30%	Energy Commission Agreement Management. Develop work statements, budgets, schedules, and special terms and conditions for Energy Commission agreements, grants, and contracts. Develop and present summations of proposed Energy Commission agreements at Energy Commission Business Meetings for consideration. Oversee the tasks in the Scope of Work and confirm the receipt of deliverables. Conduct site inspections of Energy Commission projects. Collaborate with grant recipients and contractors so that all work, including data collection, final report, and invoicing, is completed within the approved agreement term. Initiate and conduct analyses to support the agreement amendments. Develop and submit agreement amendments for approval. Develop and manage a database for agreement status reports. Input agreement status into spreadsheets and databases. (E)
25%	Technical Assessments of Alternative Fuels and Vehicles. Conduct technical assessments of alternative fuels and vehicles that form the basis of Energy Commission ARFVTP funding solicitations. Develop and apply technology assessment tools, including software models. Review technical proposals for Energy Commission funding. Brief the office, division, and Commission management. (E)
20%	Economic Assessments of Alternative Fuels and Vehicles. Develop and apply modeling and assessment tools, including software models, to articulate deployment requirements, economic benefits, and jobs creation in alternative transportation fuels including electricity as a transportation fuel. Assess the electric vehicle rollout and charging infrastructure demand. Provide input for policy forums such as the Integrated Energy Policy Report (IEPR) proceeding. Brief the office, division, and Commission management. (E)

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20%	Environmental Assessment of Alternative Fuels and Vehicles. Develop and apply environmental assessment tools, including software models, to report on the environmental benefits of the use of alternative and renewable fuel and vehicle technologies. Conduct analyses and provide input and direction to ARFVTP analyses to determine funding allocations to yield the greatest, positive environmental impacts. Provide input to policy forums such as the Integrated Energy Policy Report (IEPR) proceeding. Brief the office, division, and Commission management. (E)
5%	Perform other duties as required consistent with the specification of this classification. (M)

WORKING CONDITIONS: The working conditions include an indoor office and/or meeting room setting involving sitting, standing, and walking. The candidate must work well with people inside and outside the Energy Commission. Travel may be required to attend workshops and hearings, and visit electric vehicle charging station sites. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described, the Associate Energy Specialist will be required to work alone and in a team environment and will participate in meetings with staff, other agencies, and public and private sector interest groups.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div>_____</div> <div>Vacant Date</div> <div>Associate Energy Specialist (TED)</div>	<div>_____</div> <div>Jennifer Allen Date</div> <div>Energy Resources Specialist III (Supervisory)</div>